

Continuing Education Provider [CEP] Guidelines

Board of State Examiners of Electricians

2017 Massachusetts Electric Code

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TO: All CEPs (Continuing Ed Providers)

Topic: Instructions for renewal of Providership

Provider programs need to be evaluated and re-approved prior to each Code cycle. This handbook is designed to aid you in the process as well as outline expectations using the requirements in the Board's regulations for existing providers. The Mandatory Continuing Education (MCE) program is established as a means of ensuring that with each new code, licensees remain informed and are taught by knowledgeable and qualified individuals in a setting respective of their professional standing and the Board's requirements. The NEC and MEC are usually adopted simultaneously in MA during the first few weeks of that code year because it would be difficult to properly prepare the MCE (Mandatory Continuing Education) program without a definitive approval. The current code year is 2017 and it ends when the Board adopts the 2020 release.

As you will be teaching the 2017 code, the lesson plan and handout materials you submit to the Board should show and address how you propose to present the objectives of the 2017 NEC and how you have integrated the 2017 MEC in your training program. You may submit printed materials or in a pre-approved electronic format but your entire package must be comprehensive. If you use pre-made or modified PowerPoint presentations, a record copy must be provided in the same way. Provider approval is contingent upon meeting the requirements of the program. Providers who do not meet the criteria will not be reapproved. ***After adoption of the code by the Board only Providers who have submitted and received approval for their programs may commence advertising and conducting classes.*** Also, no classes will be allowed for credit to license renewal prior to the Board's adoption of the code.

If you have any questions, please contact the Board office. We look forward to working with you for the new code cycle.

Sincerely,

Robert T. Ferguson, Esq.
Executive Director
Board of State Examiners of Electricians
1000 Washington St. Ste. 710
Boston, MA 02118, 617-727-9931, fax 617-727-9932

B. Application Process

For the purpose of the Board's MCE program there are several types of providers but all Providers must be Massachusetts licensed whether in-state or out-of-state. The application for MCE provider can be found on the Board's website in pdf and addresses each type and the additional documentation that is required. A current version of the application is also included with this booklet. The following are descriptions regarding each type:

Individual Provider (instate or out of state)

- A person who applies for sole Providership, being solely responsible for the entire preparation and running of the program although they may have additional members of administrative staff. The person is assigned a provider number and cannot transfer the providership to another individual or entity.

Occupational School Provider

- A private occupational school applying for Providership by and through its instructors by hire or assignment of existing instructors to prepare and run the MCE program. The individual is responsible for maintaining secure records but ultimately the school's director is responsible and beholden to the Board.
- An authorized subject matter expert or other qualified person. (qualified or licensed if needed to teach the topic)

Vocational School Provider

- A Vocational school evening program applying for Providership by and through its instructor by hire or assignment of existing instructors to prepare and run the MCE program. The individual must enter an agreement with the School and provide the agreement form with its application. The individual is responsible for maintaining secure records but ultimately the school's director is responsible and beholden to the Board.

Trade Association/ Employment organization Provider

- A Trade association or employer trade organization applying for Providership to provide MCE for its members only. The organization is assigned a provider number and cannot transfer the providership to another individual or entity.

All application materials are evaluated upon receipt. Complete application packets are then forwarded to the Education Subcommittee for recommendation. The subcommittee then reviews the materials against an administrative report of the Provider's history and any failures to comply or negligent occurrences and determines whether the Provider may be reapproved for the new cycle.

Following the review process for all documentation and background checks, the Board will notify the provider of the decision or any actions to be taken.

The application for providership shall be on a "prescribed form" provided by the Board for new applicants or renewals and include all required supporting documentation: (excerpt from 237 CMR 18.02)

"(a) Providers shall submit for review and approval a written application, on a prescribed form, or other medium acceptable to the Board of State Examiners prior to commencing any advertisement for any objective or course."

"(b) Such submittal of application must include learning objective(s), reference books used, the site location, commencement date, if such learning objectives are taught daily or as an evening program, with the starting and completion date."

"(c) Renewal of application for providership shall be submitted on a prescribed form, or other medium acceptable to the Board for its review and approval not later than 90 days prior to the adoption of a promulgated Electrical Code."

"(d) Such submittal of application must include a learning objective(s), reference books used, the site location, commencement date, if such learning objectives are taught daily or as an evening program, with the starting and completion dates."



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Division of Professional Licensure
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Board of State Examiners of Electricians
www.mass.gov/dpl/boards/el
(617)727-9931

CEP RENEWAL APPLICATION

1. Type of Provider application (check as applicable and attach listed documents):

- ☐ **Individual Provider** ☐ A& B program ☐ C&D program
✓ \$10,000 bond payable to the Board of State Examiners of Electricians
✓ Course curriculum
- ☐ **Proprietary School Provider** ☐ A& B program ☐ C&D program
✓ Bond (based on annual earnings and secretary of finance) payable to the Board of State Examiners of Electricians
✓ Course curriculum
- ☐ **Vocational Education (MGL C 74 school) Provider** ☐ A& B program ☐ C&D program
✓ Course curriculum
- ☐ **Trade institution provider** ☐ A& B program ☐ C&D program
✓ \$10,000 bond
✓ Course curriculum

2. Providership Licensee information:

Last Name		First Name		Middle Initial	Generation
Street Address					
City			State	Zip Code	
Day time Phone Number ()	Evening Phone Number ()		Email Address to be used for all submittals		
MA A&B License nos.			MA C&D License nos.		
Out-of-State License nos.			Out-of-State License nos.		

In connection with my application to renew MCE provider status in furtherance of the Massachusetts Board of State Examiners of Electricians' (hereinafter 'the Board) Mandatory Continuing Education (MCE) requirements as established in 237 CMR 17.01 and 17.02

I, _____, individually, or on behalf of the following institution
(Print Name)

_____ do hereby acknowledge the following:
(Print Name of Institution or Vocational School or Association if applicable)

- I. I have a current electrician's license(s) in good standing issued to me by the state licensing board of _____, License # _____
- II. All instructors associated with my Providership are listed and also hold licenses in good standing.
- III. As a Provider I am responsible for the security of materials provided to me by the Board, including keeping accurate records of MCE completion dates.

- IV. I attest that certificates will not be issued to persons who have not completed the MCE requirement.
- V. I understand the importance to keep my information and syllabus up-to-date with the Board.
- VI. I understand as a Provider that the Commonwealth may recover and be compensated for any expenses that I cause due to any errors and omissions by myself or made on my behalf.
- VII. I understand as a Provider that the misuse of my Provider status may be grounds for the Massachusetts Board of State Examiners of Electricians to initiate formal disciplinary action which may result in the suspension or revocation of any license and privileges associated with my Provider number. M.G.L.c.112§61.
- VIII. As a Provider I agree to attend a Provider seminar instructed by the Board and promise to convey any uncertainties or questions regarding the continuing education process to the Board prior to the implementation of any policy.
- IX. I understand that failure to meet the aforementioned requirements and standards will result in the removal of providership status.

Signed under the pains and penalties of perjury,

Signature of Provider

Date



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FIRST TIME CEP APPLICATION

1. Type of Provider application (check as applicable and attach listed documents):

<input type="checkbox"/> Individual Provider	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
➤ \$10,000 bond payable to the Board of State Examiners of Electricians		
➤ Resumes		
➤ Course curriculum		
<hr/>		
<input type="checkbox"/> Proprietary School Provider	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
Note: Providership status belongs to the school		
➤ Bond (based on annual earnings and secretary of finance) payable to the Board of State Examiners of Electricians		
➤ Resumes		
➤ Course curriculum		
➤ Provider Agreement		
<hr/>		
<input type="checkbox"/> Trade or Employer institution provider	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
Note: Providership status belongs to the organization		
➤ Resumes		
➤ \$10,000 bond		
➤ Provider Agreement		
<hr/>		
<input type="checkbox"/> Vocational Education Evening or Weekend Provider	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
Note: Providership status belongs to the school		
➤ Resumes		
➤ Course curriculum		
➤ Provider Agreement		
<hr/>		
<input type="checkbox"/> Other provider	<input type="checkbox"/> A& B program	<input type="checkbox"/> C&D program
Note: Providership status belongs to the organization		
➤ Resumes		
➤ \$10,000 bond		
➤ Provider Agreement		

2. Providership Licensee information:

Last Name		First Name	Middle Initial	Generation
Street Address				
City		State	Zip Code	
Day time Phone Number ()	Evening Phone Number ()		Email Address to be used for all submittals	
MA Master or Systems Cont. License no. (required)			MA Journeyman or Systems Tech License no. (required)	
Other License(s)			Other License(s)	

<input type="checkbox"/> MA Dept. of Education Licensed <input type="checkbox"/> MA Office of Private Occupational School education licensed	Other certification(s)
---	------------------------

3. MCE courses will be held outside of Massachusetts borders? ☐ Yes ☐ No

If yes which state(s)? _____

4. Address(es) where you plan to conduct courses _____
 (Attach list if necessary)

5. Have you ever been approved as a MA MCE provider? ☐ Yes ☐ No

Explain _____

6. List* all instructors (agents) who will be covered by your Provider approval and will be conducting MCE seminars (provide resume or vitae with qualifications, related education, license numbers, employment history, experience teaching subject, contact info)

Name	Phone numbers	Class/ type- license No.

7. List* all entities (agents) under your Provider-ship who will be sponsoring 15-hours MCE seminars

Name	Address	Telephone Number

* I have attached additional supporting documentation ☐

Pursuant to 237 CMR 17.00, I hereby apply for approval from the Board of State Examiners of Electricians to offer the MCE program on the current Massachusetts Electrical Code 527 CMR -12.00. I agree to abide by all Board Regulations governing the MCE program and attest that all statements made herein are accurate and true. This application is signed under the pains and penalties of perjury.

 Provider's Signature

 Date

C. Signed Agreement

a. Provider and Institution Agreement

An agreement between the Provider and the Institution for which the application is being submitted is also an agreement with the Board. It establishes an understanding that the provider as the agent has a responsibility to conduct business within the requirements of the regulations and on behalf of the institution maintains all records pertaining to the MCE program and acts as liaison for the Institution with the Board. Upon severance of the contract between the agent and the Institution during an active cycle the providership remains with the institution until the procurement of another agent.

By signing the application for Providership and the agreement, the agent recognizes that he or she has an obligation that can be enforced by a formal adjudicatory process that could result in suspension or revocation of any license issued by this Board.



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AGREEMENT

I. This Agreement is by and between _____ and
(Print Name of Licensee)

_____ to act as agent in connection with an application for CEP.
(Name of Institution or Vocational School)

As the licensee and agent I agree to undertake the following obligations in furtherance of the Board's Mandatory Continuing Education (MCE) as established in Chapter 237 CMR 17.00 on behalf of the aforementioned institution and further attest the following:

- II. I have a current electrician's license(s) in good standing issued to me by the Board and if applicable my state.
- III. I am responsible for keeping accurate records of MCE completion attendants and dates.
- IV. I attest that certificates will not be issued to persons who have not completed the MCE requirement.
- V. I will issue a certificate of completion to all individuals who have completed the MCE requirement.
- VI. I understand the importance of keeping my information and course materials and information up-to-date with the Board.
- VII. I understand as a Provider that the misuse of my Provider status may be grounds for the Massachusetts Board of State Examiners of Electricians to initiate formal disciplinary action against my providership and if deemed necessary my license(s) and privileges associated with my License(s). Per M.G.L.c.112S61.
- VIII. As a Provider I agree to attend any Provider seminar or meeting called by the Board.
- IX. I understand that failure to meet the aforementioned requirements and standards will result in the removal of Providership approval status.

The School or organization acknowledges

- X. All instructors associated with this Providership are listed on the application and also hold their licenses in good standing.
- XI. We are responsible for the security of records kept in association with the Providership.
- XII. We understand as a Provider that the Commonwealth may recover and be compensated for any expenses as a result of errors and omissions made on our behalf by our agents.
- XIII. We understand that failure to meet the aforementioned requirements and standards will result in the removal of Providership approval status.

Signature of Agent

Date

Signature of School Director

Date

D. Surety or Performance Bond

Providers who charge their students to attend courses are required to have a performance bond for the protection of students who enroll in their program to provide compensation where the provider failed to present, deliver, or otherwise provide an approved program for the required duration. This bond requirement; which is currently set at \$10,000 is payable to the commonwealth to cover any and all persons or entities wronged by negligent, purposeful, or accidental omission, cancelation, failure to provide, or other action or process that adversely affected the licensee or student, including physical access related matters.

The Bond may be acquired at the outset or provided upon approval as a new provider. Existing programs should have a bond in place and proof of the Bond shall be submitted at the time of renewal. The form provided on the page following is an example and may be used by your insurance agent.

A form has been provided as an example and may be used by your insurance agent. The Bond may be acquired at the outset and proof of the Bond submitted either at the time of application or; without fail; upon receiving Provider approval from the Board.



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SURETY BOND FORM
CONTINUING EDUCATION PROVIDER

Policy/Bond number: _____

Know all persons by these presents: that, _____ (Provider)
of _____ (city) in the state of _____ Principal, and
_____ (surety/bond/insurance company) of _____
(city) in the state of _____ a institution existing under the laws of the state of
_____ and duly authorized to transact the business of Surety in the Commonwealth of Massachusetts, as
Surety, are held and firmly bond unto the Commonwealth of Massachusetts, as Obligee, the sum of ten thousand dollars **\$10,000** for
payment to the Treasurer of the Commonwealth or to the Director of the Division of Professional Licensure or his designee, of which
sum said principal and surety do jointly and severally bind themselves, their heirs, executors, administrators, successors, and assigns
and each and every one of them firmly by these presents.

The condition of this obligation is such that whereas, if the said organization shall satisfy all claims or judgments against them as
determined by the Division of Professional Licensure or a court of competent jurisdiction, in both actions by the Division and actions
by students to recover damages resulting from fraud or misrepresentation used in procuring enrollments in a Board approved
continuing education program or from a breach of contract, then this obligation shall be void, provided, however, that the aggregate
liability of the surety under this bond for all breaches of the conditions of the bond shall, in no event, exceed the sum of this bond; and
provided further that the liability of the surety under this bond shall be limited to indemnifying the claimant only for the actual
damages. This bond shall not limit or impair any right to recovery otherwise available pursuant to law, nor shall the amount of the
bond be relevant in determining the amount of damages or other relief to which any plaintiff may be entitled.

The surety may cancel this bond by giving 90 days notice in writing to the oblige Director of the Division of Professional Licensure,
by certified mail, thereafter surety shall be relieved of any liability for any breach of condition occurring after the effective date of
such cancellation. However, this bond is continuous until cancelled by said surety

In witness whereof, the said Surety has signed and sealed this instrument this _____ day of _____ Year _____

Name of Authorized Agent of Surety (bond/insurance Company)

Signature of Authorized Agent of Surety

Address of Authorized Agent of Surety

Address of School

Effective Date of Bond

E. Instructor Qualifications

For obvious reasons, instructors are required to be qualified to teach the subject matter provided to licensees (see 237 CMR 17.02(a)). Their qualifications differ, based on the area and topic being taught. For the 15-hr CE portion of the MCE, instructors are required to be MA licensed electricians in good standing. They are also required to be qualified on the instructional material (technically qualified). *"(c) All providers shall be a current holder of a certificate A, B, C, or D each certificate, in good standing with the board or other licensing agency."* - 237 CMR 17.02

PD instructors may be of the same 15-hr provider or other person qualified to teach the topic. For instance: the instructor of an American Red Cross CPR/First aid (which is a relevant, approved topic) must hold the credentials required by American Red Cross to teach and give credit for the class. An instructor of the OSHA 10 or 30-hr class must also have OSHA certification.

A resume or other similar document must be submitted for each instructor containing at a minimum:

- Full name
- Address (physical and mailing)
- Contact (email and phone)
- License number (if applicable)
- Relevant work history
- Relevant education history
- Demonstration of qualifications

15 hr MCE Providers must comply with the following regulations:

237 CMR 17.02: Requirements for All Providers and Seminars/Courses

(2) Instructors/MCE Seminars. Each provider shall notify the Board in writing of any change of his or her instructors within ten days of the change.

(a) Instructor Qualifications and Requirements. All course instructors, whether teaching independently or employed by an approved provider, shall be licensed electricians.

(b) MCE Seminar. Each provider shall attend a Board-sponsored seminar on the proper content, administrative procedures and data transfer.

(c) MCE Seminar. As a prerequisite in conducting of continuing education seminars/courses license holders shall attend Board-sponsored seminars on the proper subject content, the laws of the Commonwealth and Board Rules and Regulations.

F. Expected Outcome

The purpose of MCE is to maintain knowledge of the code, acquaint persons with the revisions, allow participation in discussions to understand the application of the code, and to improve some skill, knowledge, or ability through education about the code and new or less understood areas of the electrical trade.

MCE requirement consists of two parts for licensees and three for Inspectors of Wires. As covered in 237 CMR 17 and 18 the parts are: a 15-hr continuing education component which covers code update information; a 6-hr professional development seminar or lesson for all licensees; and a 6-hr inspector only professional development seminar or lesson which is specifically developed to be relevant to inspectors.

The purpose of the 15-hr CE class is to convey the changes to the MA electrical code, relate the amendments to the NEC, identify code changes and how they relate to the practice, and to review the board related topics (laws regulations, advisories, bulletins, and inspectional related changes) that may have occurred. It is important that the outcome or terminal objective be consistent amongst the various classes and seminars. The content of the 15-hr course has to be inclusive of the significant changes but the method of instruction and delivery by the instructor can be different. The instruction should be thorough and can be tailored to the audience, but needs to cover all relevant changes. The more that it is able to involve the licensee, the more effective the class will be. Asking licensees to find something in the code book, or asking simple questions on which section of the code would apply, can sometimes be very useful learning tools.

The objectives of the 15-hr class should prepare the licensee to:

1. Identify in the current NEC how the changes are indicated.
2. Locate the changes as discussed by the presenter.
3. Use the code book to answer code related questions.
4. Relate the MA amendments to the NEC requirements.
5. Use the code book and the related references to incorporate the changes into the conduct of business as a licensee.
6. Interpret code articles and explain how informational notes are used.
7. Use the appendix to supplement the code sections.

The purpose of the 6-hr professional development class is to teach the licensee a topic that can improve a skill, knowledge, or ability in the trade or keep a licensee current with changes that are occurring in the business or trade. Technical topics can help expound on subjects and concepts that the code does not fully explain. For instance, grounding and bonding takes up a relatively small section of the code, but it is so important for operation and safety of an electrical system that a professional development class can go on for more than 6 hours and only brush the surface of the topic. Non technical topics also help to better the trade. Topics like CPR/First aid, business accounting, invoicing, OSHA, driving safely, and office related topics can help keep licensees safe and productive. The concept is that a licensee is required as part of the criteria for relicensing to attend some "new" or "non code update" seminar every code cycle and learn something that will hopefully help enrich his or her work experience in the trade.

G- Code of Conduct

All of the instruction provided as MCE, refresher, exam prep, and the initial training must be done in a way that the trainees have the best and safest possible learning environment. The Instructor should also have a safe and learning conducive opportunity. To help accomplish this, accepted standards of behavior should be stated and posted. Established behavior standards can set the expectation for all to follow. If a student becomes overly disruptive, the instructor should be able to expel the student for the safety and courtesy of the other learners. The student should be given respect and an informative lesson. This environment produces favorable results.

Sample “Code of Conduct” statements have been provided and can be used in conjunction with your refund and application processes. The basic expectations are:

- Punctuality
- Attendance – for entire class
- Non-disruptive behavior – The class should not have to sit through ranting and raving, from the students or the instructor. Respect the rights of others.
- Alert and attentive behavior – sleeping and snoring is disruptive and interferes with the learning of others.
- Silenced Cell phone and electronic devices while class is in session
- Code books and applicable references required.
- Refrain from use of alcohol, dangerous weapons or controlled substances.

Code of Conduct- Provider

As an Approved Provider, I am expected to:

Conscientiously strive for excellence in my program.

- Arrive at class and conducting classes on time
- Encourage active participation in class discussions and other meetings
- Be fully prepared for classes

Be accountable as an individual for my ethical conduct and for compliance with applicable laws, policies and directives.

- Provide instruction on required scope of material.
- Provide proper documentation, including certificates.

Maintain confidentiality when appropriate

- Protect personal information such as SS, MV driver's license and credit card information.

Foster an environment in which every member is provided respect.

- Conduct myself with integrity in my dealings with licensees.
- Abstain from harassing behavior.
- Listen to and respect the opinions of all attendees.
- Focus attention on what is happening in class.
- Avoid and prohibit the creation of distractions.
- Prohibit the use of computers or cell phones during class, events or meetings except when authorized.
- Require and wear appropriate attire.
- Respect the rights and dignity of others.

Code of Conduct – Attendee

As an Attendee, I am expected to:

Be Respectful of others

- Arrive on time and return from breaks on time
- Avoid disrupting the instructor and others from participating

Avoid distractions

- Silence your cell phone or other communication device.
- Limit talking to asking questions at the right time or sharing information.
- Get good sleep the night before to avoid feeling tired.

Disruptions and unprofessional behavior may result in expulsion from class and forfeiture of payment. They include, but are not limited to:

- Arguing, fighting, horseplay.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to personal or public property.
- Failure to comply with orders or directions of instructor or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Violation of federal, state, or local law on premises, including but not limited to the following:
 - Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law; or
 - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
 - Intoxication, use, possession or distribution of alcoholic beverages except as expressly permitted by law.

H. Recordkeeping Requirements

General:

Recordkeeping requirements are established for providers and licensees. The minimum requirements document attendance, verify that the licensee is who he or she says they are, documents completion of the required class, and maintains a history for at least three code cycles for audit purposes (10 years minimum per 237CMR 18.02(3)4) and 237 CMR 17.02(3)).

Provider Recordkeeping Duties:

- Verifies licensee governmental photo identification (driver's license, passport, DMV identification card, etc.) and compares to applicable electrical license(s) or to license data.
- Creates attendance list(s) with all names (including generation-Jr., III, Sr. etc) and acquires a signature (sample form provided)
- Provides written agreement for licensee to sign
- Conducts and records attendance a minimum of three times daily, twice at time intervals that reasonably coincide with formal starts, stops, breaks and lunch periods and once randomly.
- Records attendance for attendees only
- Maintains records for 10 years and provides copies to Board staff upon request.
- Gives each attendee a certificate indicating completion.
- Maintains computer records and access to the program.

Licensee Recordkeeping Duties:

- Provides proper photo and license information to the provider.
- Follows attendance verification requirements.
- Retains a copy of any and all certificates for a minimum of 10 years.

Record tampering and falsification of records will not be tolerated. Improper or fraudulent identification verification, relaxation of the hours of attendance, recording attendance for someone who did not attend, failing to provide records, or other improper breach of recordkeeping shall result in penalties up to and including possible license action (advisory, fine, sanction, suspension, revocation) and loss of the ability to be a provider.

(237 CMR 17.01 (7)) "Falsification of Information; Illegal Transfer. The falsification of any information relating to the requirements of 237 CMR 17.00 and/or the transfer of a certificate of completion of continuing education and or a certificate of completion of professional development to any individual for purposes of license renewal application shall be grounds for the initiation of formal disciplinary proceedings to revoke or suspend the license(s) of the licensee(s) involved in such misconduct."

H. Recordkeeping Requirements

a. Data File Records:

Providers are required to document licensee completion of continuing education and to upload the data to the Board license records via a csv file. The file is created using an Excel Spreadsheet with the required fields and saving the file with the correct name and csv extension. The state uses a web based file transfer point called Interchange located at ics.mass.gov/ When the Board approves you to be a CEP, you are notified of your assigned Provider number (Provider Code). In preparation for submitting files you will receive an email with the user name (usually the email address you provided) and password.

Licensees are required to retain copies of their certificates of attendance for at least 3 code cycles (hence, approx. 10 years). Upon request, the licensee shall provide evidence of having attended required MCE classes for renewal of licensure. If for some reason the licensee cannot locate or produce the paper record of attendance, the licensee may not be allowed to renew their license(s). For these reasons it is extremely important and required by regulation to issue certificates to licensees.


The next page provides a sample of your Excel file with the required fields and the file naming convention. To save the file as csv simply save as and select the file extension from the dialog window before saving it to your computer location.

1. Enter a transfer name.
2. Check the System Group box.
3. Enter dpl@ceuelicensing.ics.mass.gov as the recipient email.
4. Upload your document using the Choose file button.
5. Click Send Files.
6. Check that the next screen has the words successfully sent to dpl@ceuelicensing.ics.mass.gov.

Transfer Page

<https://ics.mass.gov/DynIC/ShowTransferPage.do?id=transfer>

Apps
Bookmarks
Google
Productions: Interch...
Prod-To Add Users L...



Interchange File Transfer

[Transfer](#)
[Inbox](#)
[Sent](#)
[Invite](#)
[Advanced Search](#)
[Profile](#)
[History](#)
[Logout](#)

Transfer

* Marked fields are required.

TRANSACTION NAME (MAX 256 CHARACTERS)*

RETENTION PERIOD (IN DAYS)

RECIPIENT EMAILS*

☒ System Group

MESSAGE (MAX 900 CHARACTERS)

UPLOAD DOCUMENTS

H. Recordkeeping Requirements

b. Certificates

A certificate of completion is to be given to the licensee for their record.

Per 237 CMR 17.02 (3):

*“(3) **Provider/Seminar/Course Sponsors - Records.** All Providers shall maintain for a period of three license renewal cycles complete and accurate records on each licensee to whom the provider has issued a certificate of completion of continuing education; as in the case of professional development-all providers and or sponsors shall maintain for a period of three license renewal cycles complete and accurate records on each licensee to whom the provider and or sponsor has issued a certificate of professional development. Such records shall include the following information:*

(a) Certificate of completion of Continuing Education Seminar/Course

- a. Three digit Providers number*
- b. The Providers name and license number*
- c. Providers signature signed under pains and penalties of perjury*
- d. Date of course*
- e. Classroom-clock hours of instruction and subject matter*
- f. Providers nine digit DPL security pin number*
- g. Providers phone number*
- h. Name of attendee and his or her license number*

(b) Certificate of completion of Profession Development Seminar/Course

- a. Classroom-clock hours of instruction and subject matter*
- b. Date of course*
- c. Course Sponsor's name*
- d. Speakers name*
- e. Signature of the course provider signed under pains and penalties of perjury*
- f. Name of attendee”*

The next page demonstrates the standard expected of a Certificate of Completion and an example of the content the certificate should have. If you'd like a version of this certificate for your use, Staff will be able to email you a copy.

The Commonwealth of Massachusetts

DIVISION OF PROFESSIONAL LICENSURE STATE EXAMINERS OF ELECTRICIANS



Continuing Education Certificate

This is to certify that

License type/number: EL A

License type/number: EL E

has successfully completed 15 hours of Board approved Continuing Education for the 2013 - 2016 License renewal with

Provider:

()
in accordance with the General Laws of the Commonwealth of Massachusetts.

17.01 (3) Failure to complete Continuing Education Requirement.

Any licensee who does not complete the required 21 clock hours of continuing education by the license renewal deadline shall complete one additional 21 clock hour course for each renewal cycle for which the licensee is delinquent. Each such course shall be provided by a different provider. If a licensee fails to complete continuing education requirements for three consecutive renewal cycles, any subsequent renewal shall be subject to Board review and approval.

Certificate date:

Provider No.

Certificate No.

H. Recordkeeping Requirements

c. Attendance, Roster/Sign in

A licensee is required to show positive identification upon request at registration. The licensee is also required to show his/her license when working at the trade. A license is not necessary to attend Continuing Education classes but is necessary for applying appropriate credit to license records which are legal records, in which case requires utmost accuracy in verifying the licensee name, license number and type and that the form of identification allows the provider to verify that the person attending matches the license record to which the credit is applied. Address and duplicate request forms may be made available for convenience however licensees are responsible for submitting to the Board office with the appropriate fee (no fee for address changes which also may be submitted online).

Complete attendance is mandatory and the responsibility of the Provider for maintaining the record of attendance. Falsification of information by the attendee is grounds for expulsion from the class and forfeiture of credit for the course. The Provider's posted attendance policy should state clearly all penalties. Falsification of information by the Provider is grounds for non-renewal of providership and may include sanctions against their license.

237 CMR 17.02: Requirements for All Providers and Seminars/Courses

(5) Falsification of Information by Provider. *The falsification of any information relating to the requirements of 237 CMR 17.00 by the provider shall be grounds for the withdrawal of Board approval of the provider and, where Board licensee(s) are found to be involved, for the initiation of formal disciplinary proceedings against such licensee(s).*

As a provider, you are required to observe and report abuses, control distractions, electronic device use etc. Failure to adequately maintain attendance can result in non-renewal of providership. The integrity of the program is reliant upon cooperation of the licensee with the provider to ensure that the objectives are met.

The attendance record shall contain the following information:

Provider number and name

Course date, location, and topic

Indication whether 15-hr CE or 6-hr PD

Nb. (A sample attendance form has been provided.)



Provider No: _____ Class Session.: _____ Instructor: _____

[illegible]

I. Class Resources and Materials

Each licensee attending the MCE class shall be required to have a current version of the NEC and MEC for use in the class, regardless of when the next code is scheduled to be disseminated. It may be a published version of NFPA-70, NEC Code Handbook, NEC electronic version or any media available non-audio version. The following resources are required to be available in the classroom:

- MEC current version
- NEC (NFPA -70) current version
- Reports of Proposals (ref.: 237CMR 18.02(3)(b))
- Reports of Comments (ref.: 237CMR 18.02(3)(b))
- NFPA -70E (ref.: 237CMR 18.02(3)(b))
- NFPA -72 (ref.: 237CMR 18.02(3)(b))
- Board Policies and Guidelines (ref.: 237CMR 18.02(3)(b))
- Applicable Building Code References (ref.: 237CMR 18.02(3)(b))
- Refund policy
- Attendance policy (including make-up policy)
- Applicable and relevant references as needed (ref.: 237CMR 18.02(3)(b))

J. Facility Requirements

- Facilities used for MCE shall afford reasonable accessibility. Stairs and other impediments should be avoided.
- Seating should be available for all attendees. Seating should be safe and appropriate.
- Fire code compliant facilities shall be used.
- Maximum allowable (posted) shall not be exceeded.
- Exits shall be properly marked and pointed out to the students. Unobstructed egress routes are required.
- The room shall be free from distractions. Noise in room, travel routes, and adjacent noises shall be eliminated or minimized.
- Climate temperature, lighting, and air quality shall all be acceptable.
- Parking and access should be adequate.
- No alcohol is allowed or served in the room used for instruction.
- No smoking or tobacco products are allowed in the classroom.
- Housekeeping and trash should be acceptable.
- Toilet facilities shall be available in sufficient numbers and be clean and functional, including adequate hand wash access.
- Potable drinking water shall be available.
- Emergency contact information and means shall be available and posted.

K. Policies

a. Refund Policy

The policy regarding refunds must be defined and posted so that the attendee knows prior to enrolling in what instances and the method of fee recovery. It goes without saying that in addition the policy has to be clear and legally enforceable.

It should also state if a deposit is required, when it is due and any events that will cause forfeiture. Otherwise you should disclose all costs (materials, supplies, food, parking, etc.) and describe if any of the costs are reimbursable and by what method (cash, check, debit, credit to account, etc.).

The policy should disclose if there is to be reimbursement upon failure to attend, late arrival, partial completion or early departure that is voluntary or involuntary. Make up classes for excusable absences, that are deemed valid by the provider, shall be conducted to cover the approximate material that the licensee missed prior to awarding a certificate and data transmission.

Note that MGL c 255 section 13K covers legal requirements for "Every written contract between a trade school, business school, vocational schools, technical schools, correspondence schools, dance studio, professional or proprietary school,... and any person who is to receive physical, mental, or emotional benefit there from..." Your contract may have to comply with this law,

K. Policies

b. Attendance Policy

As mentioned prior, attendance for the entire seminar or class is mandatory for all attendees.

Documentation and demonstration of a thorough method of recording attendance shall be required as a condition of provider approval. Clock hours are used in the determination of completion and breaks in excess of 5 minutes or in entirety of 15 minutes total for the 15 – hr or 6 – hr class presentation shall be excluded from the instructional time.

Attendance records shall be made available to the Board within a 10 days upon request. Failure to maintain, retain or provide records per 237 shall be grounds for removal as provider and disciplinary action against the license(s) held by the provider and/or the instructor(s).

Make up classes for excusable absences (to be evaluated by the provider) shall be conducted to cover the approximate material that the licensee missed prior to certificate presentation and data transmission. Each provider is required to post the attendance policy including make-up policy in a conspicuous manner.

Per 237 CMR 17.01(b):

*“(b) **Exemption of 15/6 Hour Programs.** Instructors and or providers who teach two 15 clock hour seminars/courses per cycle on the Massachusetts Electrical Code and related rules, regulations and topics are exempt of the continuing education requirements.”*

Credit will require the instructor or provider to request the exemption in writing providing name, provider number, and the dates of said courses upon which the exemption is reliant.

K. Policies

c. Fees and Rates

The Board of Electricians does not currently set rates or fees for MCE courses. Providers are responsible for setting fees and rates. Providers are required to publish or post the fee rate, the payment methods, and the refund policies. Refunds shall be made in accordance with the policy and in a reasonable time.

The fees structure is required to be complete and all inclusive. If fees are charged beyond attendance fees, then they shall be disclosed prior to enrollment. A good place to document this would be at the time of registration and by ensuring whatever you use for an application to attend is signed. Charges for duplicate certificates, late enrollment, cancellation, make-up, refreshments, handouts, books, or other materials shall be posted or disclosed.

For performance related deficiencies, the Board may utilize the performance bond to refund costs or payments made by the attendee, licensee, or Division.

L. Evaluation

The Board must monitor the education programs in its purview for quality and fairness. In order for the Board to do this effectively it relies on having some kind of feedback mechanism in place.

The Provider program was established with a course critique as a feedback mechanism that would provide critical comments and evaluations of the entire class in an anonymous format. Providers should review the comments supplied as it will indicate any areas the Provider may need to pay special attention to or improve. A sample form has been provided for use but you may formulate a different form as long as the same type of evaluative content is used.

Each student shall be provided an evaluation form and the completed evaluations shall be forwarded to the Board office providing the feedback the Board needs to determine how a Provider is performing.



MA BOARD OF ELECTRICIANS CEP EVALUATION FORM

15-HR CE Class <input type="checkbox"/>	15-HR Makeup CE Class <input type="checkbox"/>	6-HR PD Class <input type="checkbox"/>
Class Date:	Provider:	Instructor(s):

Please circle the number to indicate your level of agreement/disagreement with each of the aspects of the course

	<u>Disagree</u>				<u>Agree</u>
1. The program content met my needs.	1	2	3	4	5
2. Length of the course was adequate	1	2	3	4	5
3. What did you like most about the course?	_____				

4. What specific things did you like least about the course?	_____				

	<u>Disagree</u>				<u>Agree</u>
5. Changes to the code were identified and discussed.	1	2	3	4	5
6. Regulations and laws pertaining to the trade were reviewed.	1	2	3	4	5
7. Current issues with policies, guidelines and general changes were reviewed.	1	2	3	4	5
8. Safety related issues relating to the electrical trade were discussed.	1	2	3	4	5
9. Content was presented completely and in an understandable manner.	1	2	3	4	5
10. The instructor(s) was (were) knowledgeable.	1	2	3	4	5
Comment: _____					
11. The rules for attendance, make up, and refund policies and the code of conduct were posted or explained.	1	2	3	4	5
12. I will use what I learned in my job.	1	2	3	4	5

Disagree

Agree

13. Instructor was responsive to questions/comments 1 2 3 4 5

14. Teaching aids/audiovisuals were used effectively 1 2 3 4 5

15. Content presented was applicable to my job 1 2 3 4 5

Comment: _____

16. Handout material was complete and legible 1 2 3 4 5

17. As a result of attending this course (check all that apply):

☐ I gained one or more specific ideas that I can implement.

☐ It may help me do a better job.

☐ I do not see the impact of this course on my job.

☐ Other _____

18. **Facilities/Arrangements** (Circle the appropriate number to indicate your level of satisfaction or circle NA if the item is not applicable to you.)

	Unsatisfactory		Satisfactory	
	1	2	3	NA
A. Lodging	1	2	3	NA
B. Food Services (if applicable)	1	2	3	NA
C. Meeting rooms and facilities	1	2	3	NA
D. Restrooms	1	2	3	NA
E. Day of week	1	2	3	NA
F. Time of day	1	2	3	NA
G. Location	1	2	3	NA
H. Access to facility	1	2	3	NA
I. Available parking	1	2	3	NA

Comments:

Overall I would rate this training as: ___Excellent, ___Good, ___Average, ___Poor

Other learning needs: (List any other topics you would be interested in for the future)

Name (optional): _____ Contact info: _____

M. Limits of Scope

a. Objectives Overview-

Objective based training (often called performance based) has long been the expected training process for licensees in the regulations because it provides consistency and assures that the subject matter prescribed for MCE (and for that matter: Apprentice training) is addressed in full. For this renewal cycle, providers will be asked to implement objective based training.

Objective based training provides a systematic approach to the established repetitive teaching curricula that is based on the job and task sets that the trainee must be able to accomplish at the conclusion of their training. Once properly stated objectives are written for a task or job, the knowledge, skills or abilities can guide the learning to the expected outcome in a measurable way that is easily repeated. Objective based training allows for presentation at many different venues with different methods (large group, small group, lecture, didactic, Socratic, lab, etc.) and still provides the desired outcome. Online, correspondence, or other “non-face” teaching methods are currently not approved for CE for several reasons including accountability, security, interaction for clarity of understanding and content and such courses will not be accepted for credit towards the MCE requirement.

Objectives describe the criteria that the licensee attains. Two levels of objectives usually can describe the training process. The high level objective (the terminal objective, and there may only be one) gives an easy to understand conclusion of what the training is meant to convey. The lower level objectives (the enabling objectives, which may be many) describe the activities necessary to attain the terminal objective. Terminal and enabling objectives establish a hierarchy for the lesson. Terminal means what a licensee can do when the instruction is completed and enabling objectives describe the path to get to the terminal objective. Anything can be taught this way and it is easy to implement. The instructional method can dictate the objective action. An objective is simply a verb, a subject and criteria. An example: “Upon completion of the MCE class, the licensee will be able to use the 2014 MEC to answer questions relating to electrical installations.” This terminal objective can be made more specific by stating “answering ten questions on...” or many more modifiers that establish criteria. One of the many enabling objectives could be “Using the 2014 MEC, locate the new changes in article 250 and explain with references to article and section, how the grounding of a service may have changed from the 2011 MEC.”

The submittal can have as many or as few objectives that you want, but the long range goal is to define the program with enough objectives so the training will be repeatable and be assured of covering all topics.

The expected outcome of the MCE 15-hr Continuing Education is that everyone can use the current versions of all of the required references to do their jobs safely, in conformance with the requirements, and within the legally require parameters of licensing. An example (the wording can be changed to suit your style) of the terminal objective with criteria, conditions, and action(s):

Upon completion of the 15-hr CE portion of the MCE, the licensee shall be able to use the references (2014 approved MEC, 2014 approved NEC, MA general laws, applicable MA Regulations, BSEE policies and guidelines, applicable fire and security references, and other relevant materials as approved by the BSEE) to locate and explain existing and newly revised electrical and systems licenses that they hold.

Because of the licensing hierarchy that allows system work to be done by electricians and prohibits electrical work from being done by the systems licenses, the scope of the CE classes is slightly different and focuses on the license scope responsibilities. Topics for electricians made go into greater depth than a "C" or "D" licensee may need to hear to do their job. This makes it very important for provides to describe the objectives of each program they teach so that the proper content can be provided to the audience. The review and approval process for providers will involve comparing the objectives to the requirements. Providers will only be approved for the licenses that they properly cover with the MCE.

b. Objectives EL/ FA:

Enabling objectives should cover the following tasks:

Objectives	Electricians (EL)	Systems (FA)
Changes to the NEC	NFPA-70-2014 NFPA-72-2010	NFPA-70-2014 NFPA-72-2010
Changes to the MEC		
Issues relating to Laws	G.L. c. 143, sections 3L, 3P, G.L. c. 141 G.L. c. 147 sections 57-62	G.L. c. 143, G.L. c. 141 G.L. c. 147 sections 57-62
Issues relating to Regulations 237 CMR and 527 CMR	237 CMR sections (minimum)12, 17,18 527 CMR (all) 527 CMR 4 (section 4.04) 527 CMR sections 24, 31, 32	237 CMR sections (minimum)12, 17,18 527 CMR sections 12 (rules), 527 CMR sections 24, 31, 32
Related Business	Advertising requirements Change of address Renewal requirements including PD entry Permitting requirements Inspection rules Documenting apprentice hours	Advertising requirements Change of address Renewal requirements including PD entry Permitting requirements Inspection rules Documenting apprentice hours

	Subcontract vs. employ Register corporation or dba Area of business identified by Board Board Policies and Guidelines Board FAQ's OSHA and NFPA – 70E “hot items”	Subcontract vs. employ Register corporation or dba Area of business identified by Board Changes relating to systems details Board Policies and Guidelines Board FAQ's OSHA and NFPA – 70E “hot itmes”
Other	Specific complaints Complaint process Inspector MCE requirement	Specific complaints relating to the business of systems Complaint process Inspector MCE requirement

Lesson content shall be supported by reference materials for the licensees.

c. Regulations:

237 CMR 1.00-23.00 and 527 CMR 12.00

Additional material and requirements will be provided as needed.

N. Visuals

The presentation of the subject matter and the format you choose, is your responsibility but subject to approval by the Board. From time to time, visuals and reference pictures, text materials, and other relevant instructional items will need to be used in your presentation. All materials used by the Board and the providers shall be used in such a manner that is compliant with copyright and licensing laws.

CEP Application Review Checklist

New Program <input type="checkbox"/> Renewal <input type="checkbox"/>		Review Method: Documentation <input type="checkbox"/>	
<u>Provider Name</u>	<u>Provider Number</u> (if applicable):	<u>Program:</u> Electrical 15 hr Systems 15 hr	<input type="checkbox"/> <input type="checkbox"/>
<u>Code Cycle</u>	<u>Notes</u>		
<u>Submittal items:</u>			
Application <input type="checkbox"/>	Refund policy <input type="checkbox"/>	Media Presentation <input type="checkbox"/>	
Provider Agreement (if applicable) <input type="checkbox"/>	Attendance policy <input type="checkbox"/>	Course curriculum <input type="checkbox"/>	
Surety Bond <input type="checkbox"/>	Recordkeeping Plan <input type="checkbox"/>	Lesson Plans <input type="checkbox"/>	
Provider Resume <input type="checkbox"/>	Sample CEU Certificate <input type="checkbox"/>	Schedule Proposal <input type="checkbox"/>	
Provider evaluation Comment form <input type="checkbox"/>	Reference list <input type="checkbox"/>	Instructor Resumes <input type="checkbox"/>	

Please be advised: Continued approval depends on compliance with Board procedures, policies, rules and regulations and accuracy. Failure to remain in compliance will result in removal of providership.

Providers are required to maintain accurate and complete records of attendance and obtain preapproval of content and process prior to the new code cycle.

**Massachusetts Board of State Examiners of Electricians
Policy Regarding Six Hour Professional Development Courses**

Enacted May 19, 2014

The Board of Examiners of Electricians voted today to adopt the following policy in order to provide guidance to licensees and providers/sponsors regarding requirements for six hour Professional Development courses. The purpose of this policy is to ensure the Professional Development requirement is enforceable, easy to adhere to, and ensures each licensee obtains real educational benefits.

The following provisions apply with respect to the professional development requirement:

1. All licensees of the Board must complete a total of six hours of professional development as a condition for license renewal. See 237 CMR 17.01(1)(a), (b), and (c).
2. Per Board regulations, Providers or Sponsors may offer professional development courses in hourly increments (i.e. 1 hour, 2 hours, 3 hours, etc.). For purposes of the regulations and this policy, said terms shall mean the following:
 - A. "Providers" – Individuals/organizations that have been approved to provide 15 hour Board approved continuing education and have been given access to the database and a Provider number. (see 237 CMR 12.00)
 - B. "Sponsors" – Any non-Board approved individual/organization that offers educational classes, seminars, or other relevant courses. (see 237 CMR 17.00)
3. Pre-approval by the Board of professional development classes and the hosting Provider or Sponsor is optional. However, the Board may deny credit from certain Providers/Sponsors if there is evidence that the Provider/Sponsor's course or program does not meet the requirements of the Board's regulations or policies or has otherwise violated a local, state, or federal ordinance, regulation, or law in a manner that would impact the educational quality of Professional Development Courses provided by that Provider/Sponsor.
4. Pre-Approvals
 - A. Pre-approval by the Board is required IF:
 - (1) The Sponsor wishes to advertise or otherwise guarantee to licensees that a course meets the Board's professional development requirements;
 - (2) The Sponsor wishes to advertise that it or its class is Board approved;
AND/OR

- (3) The Sponsor wishes to obtain access to the Board's database, thus being able to electronically submit class information directly to the Board.
- B. Providers approved for the 15 hour continuing education requirement are pre-approved to provide relevant professional development classes without further Board approval so long as prior to holding the course, the provider sends to the Board the course name, content (brief description), duration, what the certificate of completion looks like, and who the instructor is.
- C. Any Board pre-approvals shall only be granted for one three year Massachusetts Electrical Code cycle and thereafter must be renewed.
- 5. Professional Development courses must be from one of the following subjects: electrical code, business, law, first aid, safety and building code and related topics. See 237 CMR 17.01(1)(a), (b), and (c).
- 6. Sponsors and Providers of Professional Development Courses must issue certificates of completion which complies with all other aspects of the Board's regulations. See 237 CMR 17.02(3)(b)
- 7. The Board will require proof of Professional Development as a condition of license renewal, and may seek this proof of compliance for the last three license renewal cycles. Licensees should be on notice that unless otherwise indicated by their Provider/Sponsor, they will be responsible for sending certificates of completion to the Board.
- 8. A Licensee may not get credit for a Professional Development Course if:
 - A. He/she does not have a certificate of completion from the Sponsor/Provider meeting the requirements of the Board's regulations;
 - B. The topics do not relate to the requirements in 237 CMR 17.01(1)(a), (b), and (c);
 - C. The Board has previously determined that it will not accept courses from a Provider/Sponsor for good cause (such as for violating this policy), or
 - D. The Board has good cause to believe that the course, provider, or sponsor has violated a local, state, or federal ordinance, regulation, or law in a manner that would impact the educational quality of the Professional Development Course taken by the licensee.
- 9. For purposes of enforcement, a licensee denied credit for a Professional Development course because he/she does not have a certificate of completion meeting the requirements of the Board's regulations shall be subject to the same sanctions as those licensees who failed to take a Professional Development course. Licensees who have been denied credit for a Professional Development Course for reasons 8(B), (C), or (D), above, shall be

notified in writing and shall be provided a 30 day grace period to obtain compliant Professional Development.

10. The Board reserves the right to amend or rescind this policy in order to meet the needs of the public and the electrical/systems professions. Board approval and/or acceptance of Professional Development Courses/Providers/Sponsors is explicitly conditioned on meeting the requirements of the Board's regulations as well as this or any successor policies.